

# Tenant Screening Checklist for Pakistani Landlords

CNIC verification, police verification, and reference checks - the full process, in order.

A bad tenant can cost a landlord months of unpaid rent and, in the worst case, a qabza dispute that drags through the courts for years. Almost all of it is preventable at the screening stage. Work through this checklist in order before you hand over a single key. Tick each box - and if you cannot tick one, do not skip it. Treat it as a question to resolve before the tenancy begins.

## Stage 1 - Pre-qualify before the viewing

- Confirmed the applicant's full name and a working mobile number.
- Asked why they are moving and the date they need possession.
- Stated your rent, security deposit, and advance terms up front - and confirmed the applicant accepts them.
- Asked how many people will live in the unit, and whether any will be sub-tenants.
- Asked for their current or previous address and how long they stayed there.

## Stage 2 - Identity and document verification

- Collected a clear copy of the CNIC, front and back, for the primary tenant and every adult co-tenant.
- Checked the CNIC is not expired and the photograph matches the person in front of you.
- Verified the CNIC against NADRA records (Verisys via a bank or franchise, or the Pakistan Citizen Portal).
- For a foreign national, collected passport and a valid visa copy in place of a CNIC.
- Recorded a permanent home-town address that is separate from the rental address.
- Collected two passport-size photographs of the primary tenant for your file.

## Stage 3 - Police and tenant verification

Tenant verification with the local police is a legal requirement in most cities, and it is your strongest protection if a dispute ever reaches court. The route differs by province - complete whichever applies to you:

- Punjab: Registered the tenant through the Punjab Police tenant registration service or your local police station.
- Sindh: Filed the tenant registration form at the local police station - Karachi requires this for every new tenancy.
- KP and Islamabad: Submitted the tenant verification form to the relevant police station or online portal.
- Collected the stamped or acknowledged copy of the verification form and saved it with the file.
- Re-checked carefully if the tenant was introduced by a third party you do not personally know.

## Stage 4 - Financial and employment checks

- Confirmed the occupation and employer, or the business name and its location.
- Asked for proof of income - a salary slip, a recent bank statement, or business documents.
- Checked that the monthly rent is no more than roughly 40% of the stated monthly income.
- Agreed the advance and security deposit amount, and put the figure in writing.
- Noted how rent will be paid each month - bank transfer, cheque, JazzCash or Easypaisa, or cash.

## Stage 5 - References

- Spoke directly to the previous landlord: did the tenant pay on time and leave the unit in good condition?
- Confirmed the real reason the tenant left their last property.
- Took at least one personal reference who is not a family member.
- Cross-checked that the reference's account matches what the tenant told you.

## Red flags - stop and reconsider if you see these

- Reluctance to share a CNIC copy or to allow police verification.
- Pressure to move in immediately, before the paperwork is complete.
- An offer of several months of rent in cash in exchange for skipping the checks.
- Vague or shifting answers about employment or the previous address.
- A previous landlord who avoids your questions or gives a flat, lukewarm reference.
- The number of occupants changes each time you ask.

## Before you hand over the keys

- Signed a written tenancy agreement on stamp paper, with both CNIC numbers recorded.
- Documented the condition of the unit with photographs and a signed inventory.
- Recorded the electricity, gas, and water meter readings on the agreement.
- Collected the agreed advance and security deposit in full.
- Saved every document - CNIC copies, the verification form, the agreement - in one place.

### Keep every tenant on file - automatically

DeskEstate stores tenant records, CNIC details, lease terms, deposits, and payment history for every unit you manage - so the screening documents you collected above are never lost in a WhatsApp thread or a desk drawer.

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